



# Sherwood Cultural Arts Commission

## MEETING MINUTES

MEETING TITLE	Sherwood Cultural Arts Commission
DATE & TIME	6.20.2016 4:00PM
LOCATION	Bella Madrona 24050 SW Baker Rd Sherwood OR, 97140
FACILITATOR	Skye Boughey
NOTES TAKEN BY	Kelsey Beilstein

### ATTENDEES

Cultural Arts Commission		Council Liaison
X Skye Boughey; Chair	-	Jennifer Harris, City Councilor
X John Liles; Vice Chair		
- Vicki Poppen		
X Shelly Lamb	X	City Staff
- Liley Thompson	X	Kristen Switzer, Community Services Director
X Geof Beasley	X	Maggie Chapin, Cultural Arts Center Manager
- Nicole Burgess	X	Kelsey Beilstein, Administrative Assistant II

### MEETING NOTES

#### 1. Call to Order/Roll Call (Boughey)

- 4:11pm

#### 2. Adjustments to the Agenda (Boughey)

- Agenda approved as presented

#### 3. Approval of May Minutes (Boughey)

*Beasley motion to approve the May minutes. Seconded by Lamb. All in favor; motion passed.*

#### 4. Center for the Arts Program Update (Chapin)

- Classes/Camps
  - Spring term has ended and summer has begun.
  - Spring attendance was low
    - Possibly due to sports and summer vacation plans
    - Leah is compiling statistics and data for review
    - Advertising was the same for every term
  - Summer camp registration has been going well, but interest is more in the later weeks/months of the summer.
    - Missoula Children's Theater has an established following and registration is full for the June camp.
      - It was asked if the Cultural Arts Commission was still a partner with the Sherwood Foundation for the Arts on this program. Switzer explained that the partnership has

changed over to the Center for the Arts and the SFA, since the budget has been transferred to the Center since the opening of the facility.

- The Center is running out of space for adding more classes in fall due to a high volume of performance rentals in the Main Hall.
  - It was asked if Classroom B gets used. Chapin explained that it does not get used much due to not having a sink and not being ADA accessible, though classes are scheduled in there for the summer.
  - It was suggested to explore partnerships with other businesses to share class space.
- Classic Film Series
  - The 2016/2017 season has been finalized and advertising will begin with the launch of the Fall Program Catalogue.
- Rentals
  - Summer has slowed down, but there have been a couple large rentals; Washington County Museum, Chamber of Commerce and Full Draw Bow Hunting Film Festival.
  - Fall production rentals include Christian Youth Theater, Voices of the Performing Arts, and Tears of Joy.
- Gallery Season
  - Photography show will be opening July 22<sup>nd</sup>

#### **5. Cultural Arts Walking Tour Update (Switzer/Beilstein)**

- Switzer reported that the City now has a signed contract with Sea Reach to complete the project.
- 10 stops have been identified for the tour by staff and community help.
- Staff will be putting together stop descriptions that are approximately 75 words by using the Historical Society's Walking Tour and June Reynold's book.
- When staff receives design possibilities, they will be brought to the commission.
- It is asked what signage Sea Reach will be using to identify stops. Switzer explains that they will be using different materials at each stop, depending on the stop's environmental restraints.

#### **6. Community Arts Outreach (Chapin)**

- Art Walk
  - Summer Art Walk will be on Thursday, June 23 from 6-9pm
  - Sherwood Center for the Art staff has been spearheading the walk, but it is really a community event and the hope is to run it as a community committee
  - Main Street has turned in a grant application for the Community Enhancement Grant for awareness and signage.
- The Center for the Arts will be open for Crusin'
- Altered Art Festival
  - There was low attendance and high temperatures
  - Great turn out of vendors and wonderful crafts for kids
  - The festival was put on in partnership with the Center and Sherwood Foundation for the Arts
  - There will be more conversations about making the festival sustainable in the future, with the possibility of a share audience.

#### **7. Friends of the Center for the Arts Program Update (Lamb)**

- Currently working on finding new members and filling board vacancies.
- As fundraisers the Friends will be running the raffle at Music on the Green and selling concessions at Center for the Arts events.
- There are a number of volunteer opportunities for anyone interested.

#### **8. Council Update (Harris)**

- Councilor Harris was not present to give an update.

#### **9. Summer Meeting Schedule (Chapin)**

- Current meetings are scheduled for July 18th and August 15th
- The commission discussed their summer schedules and decides that the dates work.
- Chapin asked the board to communicate with her if schedules change

**10. Other**

- Chapin announced that the commission has a new member; Nicole Burgess. Burgess has been involved with Voices of the Performing Arts for a number of years.
- WSCA- Regional Arts and Culture Council's west side arm will be holding a networking event at 503 Uncorked on July 28<sup>th</sup> at 5pm.

**11. Next Meeting/Adjourn (Boughey)**

- Adjourned at 5:07pm
- The next meeting will be held Monday, July 18, 2016 at 6:30 pm at Sherwood Center for the Arts.